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ADDITIONAL REPORT
OF THE
JOINT COMMITTEE ON REDUCTION
OF NONESSENTIAL FEDERAL EXPENDITURES
CONGRESS OF THE UNITED STATES
PURSUANT TO
SECTION 601 OF THE REVENUE ACT OF 1941
ON
EMERGENCY AGENCY OVERHEAD
(Furniture and Supplies)



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Nonessential Federal Expenditures

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CONGRESS OF THE UNITED STATES

JOINT COMMITTEE ON REDUCTION OF NONESSENTIAL FEDERAL EXPENDITURES

CREATED PURSUANT TO SECTION 601 OF THE REVENUE ACT OF 1941

HARRY FLOOD BYRD, Senator from Virginia, *Chairman*

ROBERT L. DOUGHTON, Representative from North Carolina, *Vice Chairman*

SENATE

HOUSE OF REPRESENTATIVES

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DANIEL A. REED, Representative from New
York

JOHN W. SNYDER, *Secretary of the Treasury*

FREDERICK J. LAWTON, *Director of the Bureau of the Budget*

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III

EMERGENCY AGENCY OVERHEAD

(Furniture and Supplies)

REPORT

The Joint Committee on Reduction of Nonessential Federal Expenditures, under section 601, title VI of Public Law 250, Seventy-seventh Congress (55 Stat. 726) submits this report on Furniture and Supply Costs in Emergency Agency Overhead to Congress and the President with recommendations that it be referred to appropriate committees of Congress for consideration and appropriate executive departments and agencies for cognizance.

PURPOSE

The purpose of the report is to be helpful to legislative committees and executive departments and agencies which, in the current semi-war-preparedness build-up, are concerned with emergency agency overhead costs.

To this end the report presents official statements and related material which—

1. Summarize the furniture and supply procurement costs and practices of the temporary semi-war-preparedness emergency agencies during the first 6 months of their operations;
2. Indicate their expansion probabilities; and
3. Suggest measures to be taken to preclude extravagance and nonessential expenditures.

SUMMARY

The facts, findings, conclusions and recommendations of this report may be summarized as follows:

Facts, findings and conclusions

1. Five of the six emergency control agencies just established, in their infancy have spent more than a million dollars for furniture and supplies.

2. They have spent more than a quarter of a million dollars for the most expensive type furniture.

3. The Economic Stabilization Agency has spent \$780,000 for furniture and supplies including nearly \$15,000 for easy chairs and nearly \$7,000 for davenport.

4. Judging by the magnitude ultimately reached by their World War II predecessors, furniture and supplies for these temporary emergency control agencies will rapidly become a multi-million-dollar budget item deserving of the closest vigilance by the committees of Congress and the authorities of the executive branch having budgetary control over them.

Recommendations

→ On the basis of the factual data and material and the findings and conclusions of this report, it is recommended that immediate steps be taken by the legislative and executive branches to preclude nonessential purchases, use of most expensive furniture where less costly items will do, and to preclude abuses of Government contract purchase requirements in the name of emergency.

FACTS

Facts available from the General Services Administration and other official sources reveal:

1. As of March 15, 1951, six new Federal control agencies had been established in connection with the current semi-war-preparedness emergency.
2. The General Services Administration report (appendix I) concerns five of these six agencies, activated between September 15, 1950, and December 21, 1950. They are (see appendix II):
 - National Production Authority
 - Economic Stabilization Agency
 - Defense Transport Administration
 - Federal Civil Defense Administration
 - Office of Defense Mobilization
3. Employment by these agencies in January 1951 totaled 2,289; (See appendix II.)
4. To accommodate these employees the five agencies ordered furniture and supplies to 176 destinations (offices).
5. The cost of this furniture and these supplies exceeded \$1,000,000. Of the total more than \$900,000 was for furniture and more than \$150,000 was for supplies, such as "paper, pencils, folders, etc."
6. Included in the \$900,000 worth of furniture were 145 executive desks (118 of them for ESA) at approximately \$41,000 (nearly \$33,000 being charged to ESA); 1,324 secretaries' desks at more than \$140,000; 1,187 costumers at approximately \$14,200; and 143 davenports and easy chairs (95 easy chairs and 26 davenports for ESA) at \$26,500.
7. Of the more than \$900,000 spent for furniture, more than a quarter of a million dollars was used for the purchase of the more expensive executive-type items as distinguished from those on the standard furniture schedules.
8. The items purchased and the costs, as set forth in this report, represent procurement from rehabilitated and new stock and open market purchases. They exclude requisitions from "excess" held by other agencies.
9. A large portion of the furniture was procured in the open market "due to the magnitude of the operation and the limited time available in which to supply the required furnishings."
10. Representatives of the General Services Administration advised the committee verbally that the Government's contracts for executive-type furniture expired in December 1950 and that as of March 19 new contracts had not been awarded due to the reluctance of prospective bidders to guarantee either availability of the furniture or the prices on an annual basis.
11. At the peak of World War II emergency there were nine emergency control agencies employing more than 100,000 people, with the OPA alone employing 65,000. (See appendix III.)

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FINDINGS

From the facts presented in the body and the appendix of this report it may be found that—

1. It is probable that the number of temporary and semi-war-preparedness emergency agencies will increase.
2. It is probable that the number of persons to be employed by these agencies will be increased many times over.
3. The cost of furniture and supplies probably will increase.
4. The availability of furniture and supplies will decrease.

CONCLUSIONS

It may be concluded from the facts and findings in this report that—

- |||
1. Temporary semi-war-preparedness emergency agencies in the first several months of their existence have already manifested a tendency to overindulge in the most expensive type furniture.
 2. If such agencies are to approximate their World War II predecessors the cost of furniture and supplies for them will become a multi-million-dollar item deserving the closest vigilance of the cognizant executive authorities and congressional committees from the outset.

RECOMMENDATIONS

On the basis of the factual information and material, and the findings and conclusions presented in this report it is recommended that the appropriate committees of Congress and cognizant authorities in the executive branch take necessary action—

- ||
1. To preclude the purchase of nonessential furniture and supplies.
 2. To preclude the purchase of nonessential, highly expensive, executive-type furniture for use in places where more available, less expensive, standard-type furniture will do.
 3. To preclude abuses of the requirement to purchase through Government contracts, when and where they are available in the name of emergency.

APPENDIX I

GENERAL SERVICES ADMINISTRATION,
Washington, D. C., March 15, 1951.

Hon. HARRY F. BYRD,
*Chairman, Joint Committee on Reduction of Nonessential Federal Expenditures,
United States Senate, Washington, D. C.*

DEAR MR. CHAIRMAN: Please refer to your letter of February 5, 1951, requesting information as to the cost of furnishing offices of the new emergency agencies, and asking for an inventory statement of the furniture required in equipping such offices. As noted in my reply of February 14, 1951, it was necessary to obtain this information from the various regional offices of the General Services Administration. The requisite data has now been obtained and the information you requested is now available.

In furnishing the equipment necessary to establish the offices of the new agencies, our efforts were directed toward (1) utilizing furniture excess to the needs of other Federal agencies, such utilization being accomplished at no over-all cost to the Government; (2) supplying rehabilitated furniture from stock, the cost in such cases including reconditioning plus handling costs; and (3) supplying new furniture from stock. Requirements exceeding the supply available from these sources were procured in the open market. Due to the magnitude of the operation and the limited time available in which to supply the required furnishings, it was necessary to procure a large portion of the requirements from this latter source.

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Costs of furniture supplied from stock and procured in the open market have been segregated into three major categories: executive office furniture, standard office furniture, and administrative supplies. The latter category includes such items as paper, pencils, folders, etc. The cost to date of furnishing these offices is summarized as follows:

	Defense Transport Adminis- tration	Economic Stabiliza- tion Agency	Federal Civil De- fense Ad- ministra- tion	Office of Defense Mobiliza- tion	National Production Authority
Number of destinations.....	1	72	6	1	96
Executive furniture.....	\$5,004.28	\$195,648.83	\$4,870.14	\$4,384.62	\$51,170.20
Standard furniture.....	9,507.09	447,305.42	7,392.95	1,066.00	180,751.55
Total furniture.....	14,511.37	642,954.25	12,263.12	5,450.62	231,921.75
Administrative supplies.....	1,139.50	137,478.94	4,099.62	2,424.46	19,103.44
Total.....	15,650.87	780,433.19	16,362.74	7,875.08	251,025.19

The inventory listings, comprising the detail of the analysis are attached. However, the quantity and value of equipment furnished from excess is not included in either the summary or the inventory listings inasmuch as the transfers were accomplished directly between the agencies concerned, with no record of such transfers maintained by the General Services Administration.

With reference to the last paragraph of your letter, I wish to advise you that the cost of furnishings for these agencies is paid from funds appropriated to the agency involved.

Sincerely yours,

JESS LARSON, *Administrator.*

Defense Transport Administration (1 destination)

Item	Quantity	Unit cost	Value
Executive furniture:			
Desks, executive.....	14	\$297.00	\$4,158.00
Chairs, executive, swivel.....	6	77.08	462.48
Cabinets, telephone.....	2	75.00	150.00
Tables, 72-inch.....	2	116.90	233.80
Total, executive furniture.....			5,004.28
Standard furniture:			
Desks:			
Flat-top.....	55	74.00	4,070.00
Secretarial.....	5	81.00	405.00
Chairs:			
Swivel, with arms.....	18	25.50	459.00
Typist.....	68	19.68	1,338.00
Costumers.....	41	8.85	362.85
Cupboards, stationary.....	1	39.44	39.44
Sections, file.....	48	52.60	2,524.80
Stand, typewriter.....	1	20.00	20.00
Tables, 60-inch.....	8	36.00	288.00
Total, standard furniture.....			9,507.09
Total, furniture.....			14,511.37
Administrative supplies.....			1,139.50
Total.....			15,650.87

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Economic Stabilization Agency (72 destinations)

Item	Quantity	Unit cost	Value
Executive furniture:			
Desks:			
Executive.....	118	\$279.02	\$32,924.36
Secretarial.....	85	194.82	16,559.70
Chairs:			
Rotary, executive.....	159	99.44	15,810.96
Typist.....	189	36.27	6,129.63
Leg, with arms.....	788	76.31	60,132.28
Easy.....	95	155.46	14,768.70
Bookcases.....	39	117.64	4,584.06
Cabinets, telephone.....	94	82.78	7,781.32
Costumers.....	130	23.61	3,069.30
Davenport.....	26	268.00	6,968.00
Pads, desks.....	2	12.00	24.00
Receptacles.....	24	17.50	420.00
Sections, file.....	28	113.08	3,166.24
Tables:			
60-inch.....	8	79.70	637.60
72-inch.....	71	140.77	9,994.87
76-inch.....	1	295.00	295.00
86-inch.....	2	254.00	508.00
96-inch.....	7	230.27	1,611.89
120-inch.....	8	404.28	3,234.28
144-inch.....	3	456.24	1,368.84
End.....	120	39.00	4,680.00
Trays, desk.....	140	7.00	980.00
Total, executive furniture.....			195,648.83
Standard furniture:			
Desks:			
Flat-top.....	1,900	83.07	157,833.00
Secretarial.....	853	102.98	87,841.94
Chairs:			
Rotary, with arms.....	1,472	28.83	42,437.76
Rotary, without arms.....	132	14.25	1,881.00
Typist.....	1,552	19.57	30,372.64
Leg, with arms.....	1,300	26.73	34,749.00
Leg, without arms.....	782	11.29	8,828.78
Folding.....	87	4.43	385.41
Bookcases.....	215	76.11	16,363.85
Cabinets, file, card size.....	5	12.20	61.00
Costumers.....	580	8.34	4,837.20
Cupboards, stationery.....	35	45.51	1,592.85
Lamps, desk.....	70	14.77	1,033.90
Racks, clothing.....	2	42.85	85.70
Safes.....	2	58.80	117.60
Sections:			
File.....	687	58.06	39,887.22
File, insulated.....	6	206.65	1,239.90
Stands:			
Telephone.....	9	19.33	173.97
Typewriter.....	118	19.63	2,316.34
Tables:			
36-inch.....	3	18.05	54.15
60-inch.....	269	50.49	13,581.81
72-inch.....	32	50.16	1,605.12
Drafting.....	1	25.48	25.48
Total, standard furniture.....			447,305.42
Total, furniture.....			642,954.25
Administrative supplies.....			137,478.94
Total.....			780,433.19

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Federal Civil Defense Administration (6 destinations)

Item	Quantity	Unit cost	Value
Executive furniture:			
Desks:			
Executive	1	\$196.00	\$196.00
Secretarial	1	253.74	253.74
Chairs:			
Rotary, executive	3	78.05	234.15
Leg, with arms	50	67.70	3,385.00
Leg, without arms	4	60.00	240.00
Bookcases	2	136.00	272.00
Cabinets, telephone	1	60.00	60.00
Costumers	3	26.25	78.75
Tables, 69-inch	1	118.00	118.00
Trays, desk	2	7.50	15.00
Receptacles	1	17.50	17.50
Total, executive furniture			4,870.14
Standard furniture:			
Desks:			
Flat-top	19	73.71	1,400.49
Secretarial	18	97.46	1,754.28
Chairs:			
Rotary, with arms	17	22.67	385.39
Rotary, without arms	4	26.00	104.00
Typist	41	20.70	848.70
Leg, with arms	10	40.52	405.20
Leg, without arms	24	13.85	328.32
Bookcases	3	71.31	213.93
Costumers	9	8.97	80.73
Cupboards, stationery	2	56.92	113.84
Sections, file	27	37.48	1,011.96
Stands:			
Telephone	3	39.66	118.98
Typewriter	3	19.03	57.09
Stools, drafting	1	25.00	25.00
Tables:			
60-inch	7	43.84	306.88
72-inch	1	55.00	55.00
96-inch	1	57.19	57.19
Drafting	1	126.00	126.00
Total, standard furniture			7,392.98
Total, furniture			12,263.12
Administrative supplies			4,099.62
Total			16,362.74

Office of Defense Mobilization (1 destination)

Item	Quantity	Unit cost	Value
Executive furniture:			
Desks, executive	6	\$286.00	\$1,716.00
Chairs:			
Rotary, executive	6	93.70	562.20
Leg, with arms	24	53.00	1,272.00
Costumers	6	26.57	159.42
Cabinet, telephone	9	75.00	675.00
Total, executive furniture			4,384.62
Standard furniture:			
Desks:			
Flat-top	10	44.30	443.00
Secretarial	3	49.50	148.50
Chairs, typist	25	11.08	277.00
Stands, typewriter	10	19.75	197.50
Total, standard furniture			1,066.00
Total, furniture			5,450.62
Administrative supplies			2,424.46
Total			7,875.08

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National Production Authority (96 destinations)

Item	Quantity	Unit cost	Value
Executive furniture:			
Desks:			
Executive.....	6	\$297.65	\$1,785.90
Secretarial.....	16	257.72	4,123.29
Chairs:			
Rotary, executive.....	195	92.59	18,055.85
Leg, with arms.....	336	57.54	19,333.44
Costumers.....	136	22.47	3,055.92
Davenport.....	22	218.90	4,815.80
Total, executive furniture.....			51,170.20
Standard furniture:			
Desks:			
Flat-top.....	539	69.35	37,379.65
Secretarial.....	343	88.82	30,465.26
Chairs:			
Rotary, with arms.....	355	31.45	11,164.75
Typist.....	1,140	17.50	19,950.00
Leg, with arms.....	600	25.10	15,060.00
Leg, without arms.....	257	16.43	4,222.51
Bookcases.....	346	40.26	13,929.96
Cabinets, card.....	1	11.70	11.70
Costumers.....	282	9.03	2,546.46
Cupboards, stationery.....	74	41.42	3,065.08
Lamps, desk.....	5	20.40	102.00
Racks, clothing.....	40	30.45	1,218.00
Sections, file.....	608	57.05	34,686.40
Stands, typewriter.....	34	19.94	677.96
Tables:			
36-inch.....	65	23.53	1,529.45
60-inch.....	119	26.76	3,184.44
72-inch.....	33	47.21	1,557.93
Total, standard furniture.....			180,751.55
Total, furniture.....			231,921.75
Administrative supplies.....			19,103.44
Total.....			251,025.19

APPENDIX II

Employment record of emergency control agencies

Agencies	Created by—	Activated	Sept. 1950	Oct. 1950	Nov. 1950	Dec. 1950	Jan. 1951	Feb. ¹ 1951
National Production Authority.....	E. O. 10101, Sept. 9.	Sept. 15	383	515	652	789	1,316	2,025
Economic Stabilization Agency.....	do.....	Oct. 16		29	96	225	683	2,545
Defense Transport Administration.....	do.....	Oct. 4			17	31	74	125
Federal Civil Defense Administration.....	E. O. 10186, Dec. 1.	Dec. 1				99	176	297
Office of Defense Mobilization.....	E. O. 10193, Dec. 16.	Dec. 21				8	39	58
Defense Production Administration.....	E. O. 10200, Jan. 3.	Jan. 19					1	383
Total.....			383	544	765	1,152	2,289	5,433

¹ February figures became available and were inserted in this table after the report was approved for publication.

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APPENDIX III

Control agencies at peak of World War II emergency, June 1945

Agency	Employment June 1945	Agency	Employment June 1945
National War Labor Board.....	3,871	Petroleum Administration for War...	992
Office of Contract Settlement.....	72	War Manpower Commission.....	28,465
Office of Defense Transportation.....	3,351	War Production Board.....	12,363
Office of Economic Stabilization.....	19		
Office of Price Administration.....	64,722	Total.....	114,110
Office of War Mobilization and Re- conversion.....	255		

INDIVIDUAL VIEWS

THE SECRETARY OF THE TREASURY,
Washington, April 10, 1951.

HON. HARRY F. BYRD,
Chairman, Joint Committee on Reduction of Nonessential Federal Expenditures, Senate Office Building, Washington, D. C.

MY DEAR MR. CHAIRMAN: Further reference is made to your letter of March 23, 1951, with which you enclosed a copy of a suggested report to be made by the Joint Committee on Reduction of Nonessential Federal Expenditures on Emergency Agency Overhead (Furniture and Supplies).

The findings and conclusions set forth in the report have been carefully reviewed, and I concur in the recommendation that steps should be taken by the committees of Congress and the Government agencies having such authority to preclude nonessential purchases and abuses of Government contract-purchase requirements in the name of emergency. I think it is incumbent upon every Government agency, whether emergency or otherwise, to restrict its purchases of furniture, supplies, and equipment not only to that which is essential, but also to the most economical type available and suitable for the organization concerned.

Best wishes and kindest regards.

Sincerely yours,

JOHN W. SNYDER,
Secretary of the Treasury.

ACTION TAKEN

As chairman of the Joint Committee on Reduction of Nonessential Federal Expenditures, I am pleased to acknowledge receipt of a letter from the Administrator of the General Services Administration, indicating he has taken action in accord with the committee's recommendations, and to publish the letter as a part of this report.

The committee appreciates the cooperation of the General Services Administrator in this matter, and hopes other executive agencies of the Government will cooperate with him in the same spirit and manner.

HARRY F. BYRD,

Chairman, Joint Committee on Reduction of Nonessential Federal Expenditures.

GENERAL SERVICES ADMINISTRATION,
Washington 25, D. C., April 12, 1951.

Hon. HARRY F. BYRD,
*Chairman, Joint Committee on Reduction of Nonessential Federal Expenditures,
United States Senate, Washington, D. C.*

DEAR MR. CHAIRMAN: Please refer to your letter dated March 28, 1951, to which was attached a proof sheet of a report proposed to be issued by the Joint Committee on Reduction of Nonessential Federal Expenditures on the subject of "Emergency Agency Overhead (Furniture and Supplies)." Your letter requested consideration of the report for purposes of accuracy and for any general or specific comments relative to its findings, conclusions, or recommendations.

The statistics contained in the proof sheet have been carefully examined and were found to be accurate.

The conclusions and recommendations in the report closely parallel our own work on this same subject resulting in my issuing, under date of March 27, 1951, a regulation which is directed toward the conservation of all types of furniture in critical supply. This regulation, a copy of which is attached, sets up inventory levels and standards of use for both executive and standard furniture and office equipment, and directs the agencies to report to my Administration all furniture and equipment in excess of these levels and standards, so that the excesses may be redistributed to agencies requiring such property. In this regulation, I have also directed the agencies to make greater use of our repair and rehabilitation contracts in connection with furniture in their possession and have prescribed more stringent replacement standards for office furniture.

I am in accord with the recommendations in the report and feel that the regulation I have issued will assist in controlling the situation which concerns your committee.

Sincerely yours,

JESS LARSON, Administrator

GENERAL SERVICES ADMINISTRATION,
Washington 25, D. C., March 27, 1951.

PERSONAL PROPERTY MANAGEMENT REGULATION No. 2, AMENDMENT No. 4

To: Heads of Federal Agencies.

Subject: Conservation of Critical Materials.

1. *Purpose.*—The urgent need of the Department of Defense and other agencies related to the defense effort for expansion of staffs and establishment of new office areas has created requirements for all types of office furniture, furnishings, and

equipment which are increasingly difficult to satisfy. Accordingly, this amendment is designed (a) to establish standards for, and to expedite the determination and reporting of excess office furniture, furnishings and equipment to the General Services Administration; (b) to require the maximum acceptance of such items by executive agencies to satisfy valid requirements; and (c) to provide replacement standards for office furniture.

2. *Relocation of Offices.*—In the interest of sound management of the Government's property, the General Services Administration will be responsible for making arrangements with executive agencies which are subject to relocation, in whole or in part, to avoid unnecessary movement of the furniture involved, by its exchange for other furniture or through other appropriate means. Prompt notice of all relocation plans involving the possible movement of furniture should be given to the appropriate General Services Administration Regional Office.

3. *Inventory Levels and Standards of Use.*—Inventories of office furniture, furnishings, and equipment shall be limited to the minimum requirements necessary for the efficient functioning of the particular office concerned in accordance with criteria established by each executive agency head.

a. In developing such criteria, a distinction must be made between the requirements of organizational elements concerned with purely administrative functions, and those of a technical, scientific or specialized nature.

b. Items of office equipment used only occasionally should be pooled within an agency and made available to activities of the agency when and as necessary.

c. Inventories of office furniture, furnishings, and equipment (as listed in section 6 of this amendment) shall be limited to the minimum requirements as established by the agency head for authorized functions and personnel for firm approved programs and operations, and those additional programs which will, beyond a reasonable doubt, be in operation within the following six (6) months.

d. Use of *executive* office type desks, tables, telephone stands and cabinets, wardrobes, fully upholstered leather chairs and davenports, and *executive* office type lamps, smoking stands, desk trays, receptacles, and similar furnishings, including rugs, shall be limited to personnel in the following categories:

(1) Grade GS-15, and above; and

(2) Chiefs of bureaus or other major organizational elements corresponding to the bureau level. For the purpose of this subsection d., the terms "bureau" and "major organizational elements" are used in conformity with the following standardized structure for executive departments and agencies set forth in Senate Report No. 983, 80th Congress, March 18, 1948:

Bureau
Division
Branch
Section
Unit

In cases where executive furniture actually in use could not be replaced by other types within an agency, or in other special circumstances, exceptions to this limitation on the use of executive furniture and furnishings may be granted under criteria established by heads of executive agencies.

(For aid in the identification of executive office type furniture and furnishings reference may be made to the series of Federal Supply Schedules designated "Special Furnishings, Executive Type.")

4. *Reporting of Excess.*—Items in inventory which do not fall within the standards of use and inventory levels prescribed in section 3 shall be reported as excess to the appropriate regional office of General Services Administration in accordance with the provisions of Personal Property Management Regulation No. 3, Revised October 9, 1950, and Supplement No. 1 thereto.

5. *Use of Excess by Agencies.*—All executive agencies requiring office furniture and equipment shall maintain close contact with the appropriate Regional Office of General Services Administration as to the availability of excess office furniture and equipment, and shall make maximum use of such property in lieu of procurement of new property even though this practice may require the acceptance and substitution of nonstandard, used, or rehabilitated items. *It is imperative that this receptiveness to the use of excess office furniture and equipment be emphasized by the heads of all agencies to all officials throughout their entire Washington and field offices.*

6. *Identification of Office Furniture and Equipment.*—In surveying inventories agencies shall construe the property covered by this amendment to include, but not be limited to, the following:

(1) *F. S. S. C. Class 26 Items—Office Furniture*

Bookcases
Cabinets, wood and metal for all office purposes, including filing
Cases, transfer, wood and metal
Chairs and davenports of all types except household
Costumers and clothes racks, wood and metal
Cupboards, wood and metal
Desks of all types except household
Lockers of wood and metal
Safes of all types
Shelving of all types
Stands, telephone and typewriter, wood and metal
Stools, wood and metal
Tables for all office and library purposes, wood and metal
Trays, desk, wood and metal
Wardrobes, wood and metal

(2) *F. S. S. C. Class 54 Items—Office Machines and Equipment*

Copy holders of all types
Machines, including covers, for:
Accounting and posting
Billing and fanfold
Computing
Dictating
Duplicating
Numbering
Payroll
Recorders, time and wire
Shaving, dictating machine cylinder
Stamping, time clock
Tabulating
Transcribing
Trimming, paper
Typesetting
Cases, storage and transfer
Pencil sharpeners
Racks, collating or gathering
Receptacles, waste, fiber and metal
Registers, autographic and cash
Stands, dictionary, pedestal and rotary
Trays, all types, wood and metal, including desk trays

(3) *F. S. S. C. Class 27 Items—Floor Coverings*

Rugs for all office purposes

7. *Repair and Rehabilitation of Property.*—Regional offices of General Services Administration will arrange service contracts or other facilities for the repair and rehabilitation of office furniture and equipment to the maximum extent feasible. Agencies should make use of such repair facilities and contracts by arrangement with the appropriate General Services Administration Regional Offices in all possible instances.

8. *Replacement Standards for Office Furniture.*—Items of office furniture consisting of desks, tables, chairs, stands, file cabinets, bookcases, supply cabinets, wardrobes and lockers, whether made of metal, wood or other material, may be replaced only when by criteria established by the head of the agency concerned, it is determined that replacement is essential for the efficient and economical performance of the functions of the agency, and when the estimated cost of necessary repair or rebuilding thereof at lowest available rates, including any transportation expense, equals or exceeds 55% of the cost of replacing such furniture with new items of the same type and class.

9. *Notification.*—Agencies shall, within thirty (30) days of the effective date hereof, advise the General Services Administration, Washington, D. C., concerning the action taken to carry out the provisions of this amendment.

10. *Exceptions.*—Exceptions from any portion of this Regulation shall be permitted only by direction of the Administrator.

11. *Effective Date.*—This amendment shall become effective April 27, 1951.

RUSSELL FORBES,
Acting Administrator.



TRANSMITTAL .IP		
<u>23 Apr '51</u> DATE		
TO: <i>DD/A</i>		
BUILDING	ROOM NO.	
REMARKS: <i>Most pertinent portions are underlined. You may wish to make this an item for an AD meeting agenda.</i>		
FROM: <i>DS</i>		
BUILDING	ROOM NO.	EXTENSION
FORM NO. 36-8 SEP 1946		